

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held in the Memorial Hall on June 8th, 2023. The Meeting commenced at 7:30pm. In attendance:

Cllr P Irvine - Chair
Cllr S Scott
Cllr D Ginn
Cllr A Roche
Cllr Stephanie Scott
Cllr B Teal

Mr I Wardle – Clerk

Members of the Public – 3

82/23 Apologies for Absence

Apologies received from Cllr K Sheldrake and Cllr J Doggett

83/23 Declarations of Interest

Cllr Teal declared an interest in the Planning Application for Southernwood

84/23 To Approve the Minutes of the 9th May 2023 Meeting

Council approved the minutes from the meeting held on the 9th May 2023 and they were signed by the Chairman.

85/23 Matters from Prior Meetings

Minute No/Date/Councillor	Subject	Status
22/21 - Pedestrian Safety All Cllrs	Resident proposal for footpaths on The Ridge	April/May/June/July/Aug/Sept/Oct/Nov/Dec/ Jan /Feb/Mar/Apr – Cllr Spence chasing Local Highways Panel for response to Safety Review request May – LBPC confirmed locations for Traffic Surveys on The Ridge & North Hill to Essex Highways Design Team June – Clerk had written to Essex Highways and received confirmation that the Traffic Survey had been added to the LHP List awaiting budget.
63/21 – Pavilion Refurbishment Cllrs Sheldrake & Ginn	Need to refurbish toilets/showers, replace boilers, redecorate and replace soft furnishings in the pavilion	Mar – New furniture delivered and awaiting quotes for new blinds and additional 12 chairs. Car Park access path widened. April – Additional 12 Chairs and quote for blinds approved at April meeting. May – Chairs and Blinds delivered and obtaining quotes for new kitchen June – On agenda
204/21 – Land Sale Fir Tree Lane Chairman	Potential Purchase of 25 Acres of Woodland at end of Fir Tree Lane	Apr – EWT keen to be involved and obtaining grants to support acquisition; Chairman to meet EWT on 24/4/23 May – EWT advised not supporting further woodland acquisition. Pledges for support have increased to £145,000 and Chairman advised LBPC have been offered preferential opportunity to purchase the land. Full report to be presented to Council at June meeting June – On agenda

10/22 – Memorial Hall Improvements Cllr Steve Scott	Installation of CCTV; fitting of LED Bulbs; Survey & report on Heating and Insulation	May – Terra Therma provided report and quote for new heating system and recommendations on radiators and insulation. Full proposal to be presented at June Council meeting June – On agenda
11/23 – Hammonds Farm Development Cllr Irvine	Maintain communication with Chelmsford City Council over next steps in the review of the Local Plan	Mar - Next Working Group meeting is the 22 nd March. April – Chairman met with Jeremy Potter who is leading Local Plan review project for CCC. Advised LBPC would need specific details for objecting to Option 5 if remains a part of the next stage of consultation, expected in early 2024 May – Chairman met with John Whittingdale MP and gained support for objection. Working Group looking at AONB process and potential to seek injunction if CCC proceed with Option 5 at the next consultation step. June – On agenda
20/23 – History Centre Cllr Irvine & Clerk	Establish Working Group to develop proposals for the management of the History Centre	Feb – Chairman to arrange meeting of Working Group with parishioners and URC Mar – Working Group met and awaiting outcome of local church trustees challenge to Central Synod over land ownership. H/O June 2023 June – Central Synod had agreed a lease and draft documents to be sent to LBPC solicitor.

86/23 Public Question Time

Ki Kiernan updated Council on the progress of the Fir Tree Woods Working Group – see minute 96/23

87/23 Development in the Village

Council reviewed the following planning applications:

Application Number	Location and nature of the Proposed Development to which the application relates	Result
23/00737/FUL	Southernwood, The Ridge	No Objection
	Single Storey Rear Extension	
23/00750/FUL	Shouldersticks, North Hill	No Objection
	Construct Two Storey Rear Extension & Garage	

88/23 Review and Approve Council Insurance Contract

The Clerk presented the proposal on the renewal of the Council insurance contract with Hiscox Insurance Company through insurance broker Gallaghers. Council approved the renewal premium and resolved to accept the 3-year Long Term Agreement with Hiscox fixed at the same premium.

89/23 Approve Cricket Club Grant

Council approved the annual grant of £1,000 for the Little Baddow Cricket Club to support their work in maintaining the sports field.

90/23 Approve Heather Hills Management Fee for EWT

Council approved the budgeted management fee of £1,000 for Essex Wildlife Trust to maintain Heather Hills and Poors Piece.

91/23 Payment of Accounts

Council approved the payment of accounts for May as proposed.

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 18.70	£ -	£ 18.70
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 27.95	£ 5.59	£ 33.54
**DD	British Gas	Memorial Hall	Hall Electric	£ 78.71	£ 3.93	£ 82.64
**DD	Wave Anglian Water	Memorial Hall	Water	£ 253.36	£ -	£ 253.36
**DD	Wave Anglian Water	Sports Pavilion	Water	£ 25.51	£ -	£ 25.51
**DD	EE Mobile	General	Clerk Mobile	£ 7.60	£ 1.52	£ 9.12
102210	P. Irvine	General	Assembly Expenses	£ 100.00	£ -	£ 100.00
			Sub Total	£ 511.83	£ 11.04	£ 522.87
102211	M. Jarvis	Spring Close	Supervision	£ 40.00	£ -	£ 40.00
102212	I Wardle	General	Salary	£ 850.25	£ -	£ 850.25
102212	I Wardle - Catering Equip	Memorial Hall	Water Urn Filter	£ 39.50	£ 7.90	£ 47.40
102212	I Wardle - Amazon	Memorial Hall	Paper Towels	£ 61.49	£ -	£ 61.49
102213	E Cole	Memorial Hall	Cleaning	£ 378.00	£ -	£ 378.00
102214	Ritchcomm	Sports Pavilion	Cleaning	£ 219.58	£ -	£ 219.58
102215	Neil Holmes	Memorial Hall	Manager Duties	£ 535.50	£ -	£ 535.50
102215	Neil Holmes	General	Handyman Tasks	£ 293.75	£ -	£ 293.75
102216	Weave-a-web	General	Website Admin	£ 160.00	£ 32.00	£ 192.00
102217	Playsafety Ltd/RoSPA	WHPA	Equipment Inspection	£ 153.50	£ 30.70	£ 184.20
102218	Janet Stobart	General	Internal Audit Fee	£ 230.00	£ -	£ 230.00
102219	Chelmsford Heating & P	Memorial Hall	Boiler Repair	£ 111.67	£ 22.33	£ 134.00
102220	Arthure J Gallagher Ins Brok	General	Annual Insurance Prem	£ 5,685.68	£ -	£ 5,685.68
102221	Skippers	General	Grass Cutting May	£ 276.00	£ 55.20	£ 331.20
102222	K. Sheldrake	Sports Pavilion	Blinds	£ 644.82	£ -	£ 644.82
102222	K. Sheldrake	Sports Pavilion	Chairs	£ 659.00	£ -	£ 659.00
102223	MDW Technology	General	MS Licences	£ 240.00	£ 48.00	£ 288.00
			Sub Total	£ 10,578.74	£ 196.13	£ 10,774.87
			TOTAL - Payments	£ 11,090.57	£ 207.17	£ 11,297.74
	ACCOUNTS STATUS	31/05/2023	+/- vs prior	RESERVES		
	Current Account (B)	£ 122,321.16	£ 30,965.54	Hall		£ 25,000.00
	Reserve No 1 (B1)	£ 50,481.64	£ -	Pavilion		£ 13,000.00
				WGPA		£ 18,000.00
	Holybred Wood (B2)	£ 7,767.23	£ -	EALC Reserve		£ 25,000.00
	War Memorial (B3)	£ 2,459.06	£ -	Neighbourhood Plan		£ 400.00
				CIL Fund		£ 14.87
				Holybred Wood		£ 7,767.23
				War Memorial		£ 2,459.06
				Charity Fund		£ 380.00
	Total Barclays a/cs	£ 183,029.09		History Centre		£ 1,500.00
				Total - Reserves + Payments		£ 104,818.90
				Unpresented Cheques		£ 50.00
				Hall Repair		£ 33,895.00
				Funds Available		£ 44,788.06
**	Outside Council Meeting			Total (exc ** payments)		£ 183,029.09

92/23 Risk Register – Finalise Councillor Responsibilities

Council reviewed the Risk Register; Councillors to check their responsibilities and advise Cllr Ginn of updates.

93/23 Receive and Approve the Internal Audit Report

Council reviewed the recent internal audit report and noted that it was satisfactory with no comments. Council approved the report unanimously.

94/23 Review and Approve the Annual Governance & Accountability Return – Section I & II

- Council reviewed AGAR Section 1 – Annual Governance Statement 2022/23 and approved the statements for signature by the Chairman and the Clerk.
- Council then reviewed AGAR Section 2 – Accounting Statements 2022/23 and approved the statement for signature by the Chairman.

95/23 Sports Pavilion and Ground

In the absence of Cllr Sheldrake this item was held over to the meeting. Council did discuss and approve the request for a bench dedicated to Paul Jackson to be arranged by the Sports Club Committee.

96/23 Land at Fir Tree Lane

Council received a short presentation from the Working Group on progress with the acquisition of the land to be known as Fir Tree Woods. Pledges of financial support from residents to fund the acquisition have now reached £150,000 and the fund-raising campaign continues to achieve the target of £395,000.

Council resolved to facilitate the acquisition of the land through public subscription and manage the banking of donations. Council also approved a budget of £3,000 to cover legal costs and £300 for incidental expenses incurred by the Working Group.

97/23 Memorial Hall – Replacement Heating System & Gates for the Car Park

Council agreed with the proposal from the builders for energy efficiency to have electric heating for the kitchen hot water and a new gas boiler for the Hall Heating.

Council discussed the need for gates to the car park to the hall; Councillor Scott made a proposal to Council to install gates on both entrances to the car park; on the south side the gate would be set back to allow some space for occasional parking and coaches to pull in. The gates would be padlocked with number locks allowing hall hirers keyless access to the car park when in the hall. Council approved a cost of £3,500 for the work to be completed.

98/23 ECC Locality Fund – Project Proposals

Council discussed potential projects that could benefit from funding from ECC Cllr Spences Locality Fund and unanimously agreed to put in a request for funding to cover the installation costs of the gates at the Memorial Hall. The Clerk to write to Cllr John Spence with the request.

99/23 Area of Outstanding Natural Beauty - Update

The Chairman updated Council on the progress of the Working Group. They have designated the area to be proposed as an AONB to be the parish boundaries of Little Baddow, Danbury and Woodham Walter with some selected 'buffer' points to include specific sites just outside of the boundary. The plan is to submit an application by December 2023.

100/23 Handyman Schedule

The following task was added to the list for the Handyman to complete:

- General tidying of the Hall Area
- Cut grass around Little Baddow sign in Spring Elms Lane

101/23 Future Meeting Agenda Items

Topics raised for inclusion at the next meeting:

- Planning Issues – Colam Lane
- History Centre
- Additional Bank Account

102/23 Date of Next Meeting

The Annual Parish Council Meeting will take place on **Thursday 6th July 2023** commencing at 7:30pm

The meeting closed at 8.55pm.

Chairman
July 6th, 2023